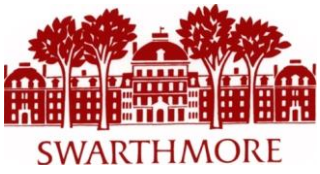


Swarthmore College

Electronic Timekeeping Supervisors Manual

Modified from: National Times Systems, Inc. (2007). *Attendance on Demand User Manual, 1.11.07.* Cinnaminson, NJ.

Original publication:

Attendance on Demand User Manual

Published by National Time Systems, Inc.

Revision 1.11.07 – November, 2007

Microsoft and Excel are registered trademarks of Microsoft, Inc.

Adobe Reader is a registered trademark of Adobe Systems, Inc.

Hand Punch is a registered trademark of Recognition Systems, Inc.

Attendance on Demand is a registered trademark of Infotronics, Inc.

Table of Contents **Attendance on Demand User Manual**

Navigating Through Attendance on Demand 5

Locating Comprehensive Employee Information 6

Using Time Cards

Understanding the Time Card 7-8

Adding a Punch for a Single Employee 9

Deleting a Punch for a Single Employee 10

Crediting/Debiting Hours or Dollars 11

Changing Pay Designations for a Shift 12

Transferring Hours to a Different Workgroup 13

Paying Employees to Actual or Scheduled Shift Time 14

Crediting Deducted Lunch Time 15

Managing Schedules in the Time Card 16-17

Acknowledging Exceptions 18

Managing Supervisor Edits 19

Managing Time Card Notes 20

Using and Accessing Schedules

Accessing Employee Schedules by Group 21

Accessing Employee Schedules by Individual 22

Defining Schedules

Adding a Schedule... 23

Editing a Schedule... 24

Deleting a Schedule. 24

Using Copy and Paste Functions 24

Scheduling a Benefit (Planned Absence) Day 25

Using Schedule Patterns

Adding a Schedule Pattern 26-27

Building the Schedule Pattern Entries.....28

Assigning a Schedule Pattern to an Employee.....29

Understanding Reports

Types of System Reports 30

Types of My Saved Reports.....31

Managing My Saved Reports 32

Recommended Attendance Procedures

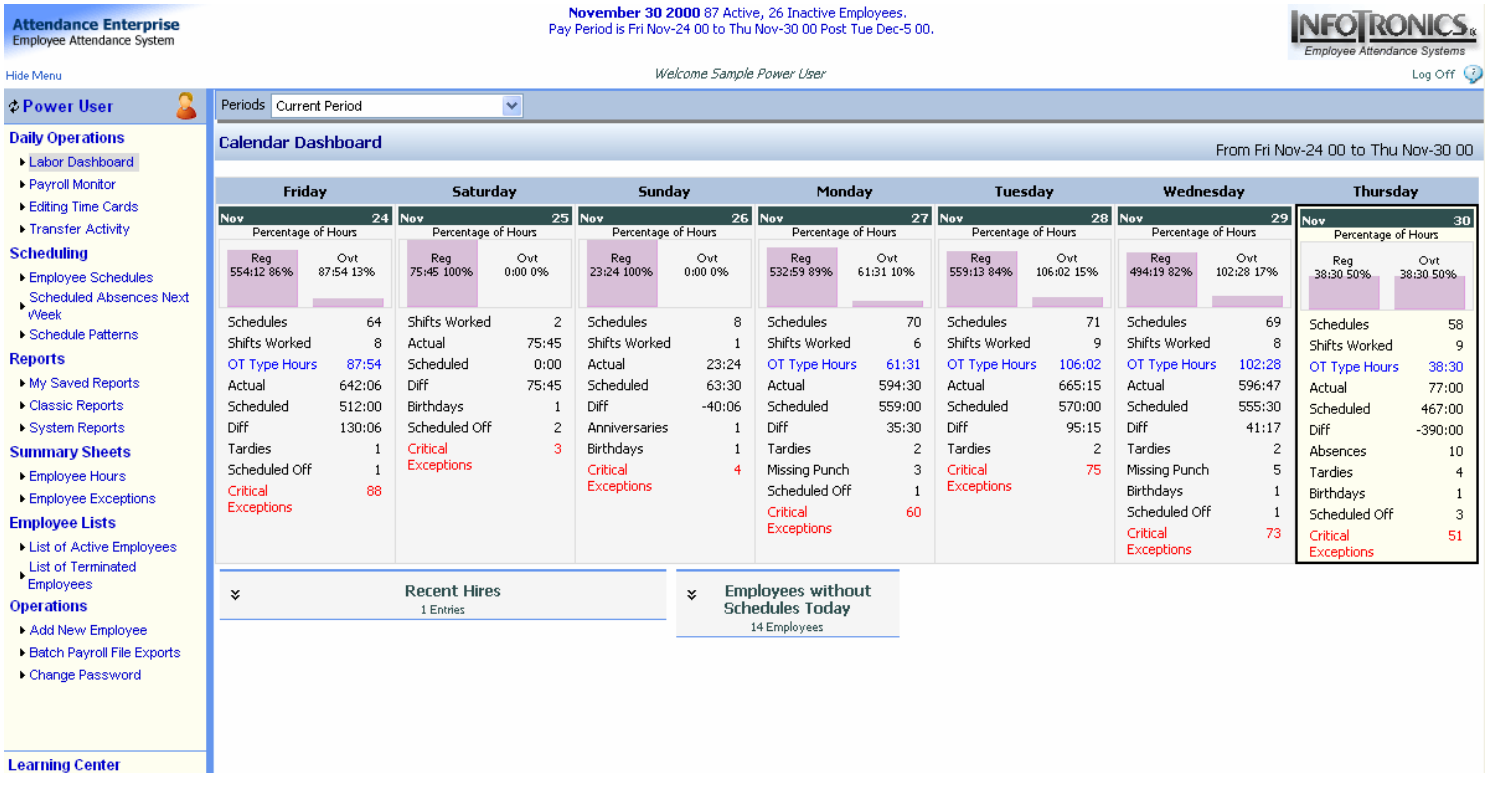
Daily Procedures 34-35

Preparing for Payroll Procedures.....36-38

Navigating Through Attendance on Demand **Attendance on Demand User Manual**

Using the Attendance on Demand is intuitive and task-based. When you perform one task, like editing an employee's time card, you can often go right to your next task quickly and easily.

When a user logs into Attendance on Demand, the main window is displayed.



Header Area – This area contains active and inactive employee counts, current date, current pay period dates, user welcome message and a Log Off option.

Menu Area - This is a series of buttons or tools available for use while performing certain tasks. The menu can be refreshed separately from the rest of the page. All menu groups can also be expanded and collapsed by clicking on the header name.

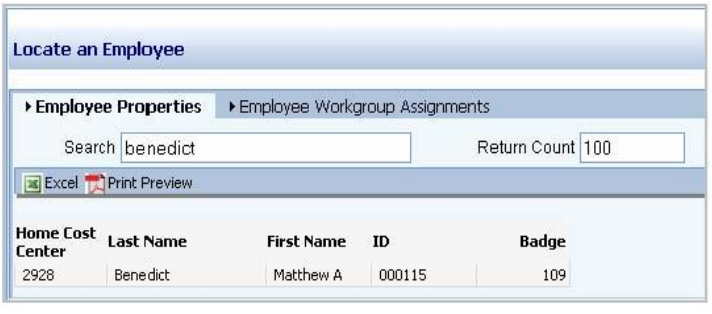
Interactive View Area – Information displayed in this view area is dynamic relative to the menu option selected or the drill-down selection and can change based on the items selected.

Locating Comprehensive Employee Information Attendance on Demand User Manual

The Attendance on Demand allows you to check on a particular employee or employees by using the Locate feature.

Locating a Single Employee

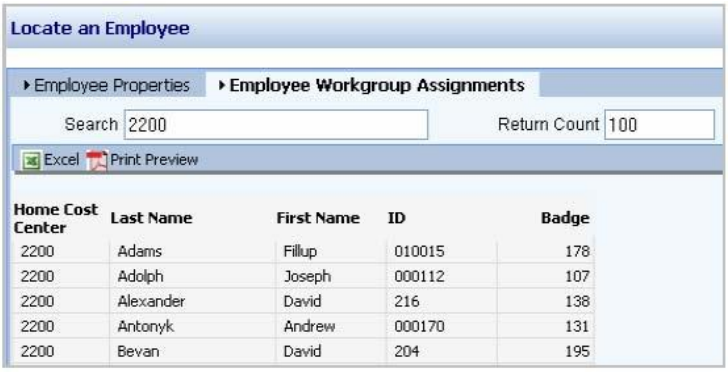
Use this method to browse to an employee's information directly.



- Click the **Locating an Employee**
- icon on the menu title bar
- Select the **Employee Properties** link
- Specify the employee's name in the **Search** field
- Press the **Enter** key or wait a few seconds for the results
- Click the appropriate employee name to browse to his/her information

Locating a Single Employee by Workgroup

Use this method to browse to an employee's information by indicating a workgroup (i.e. Department).

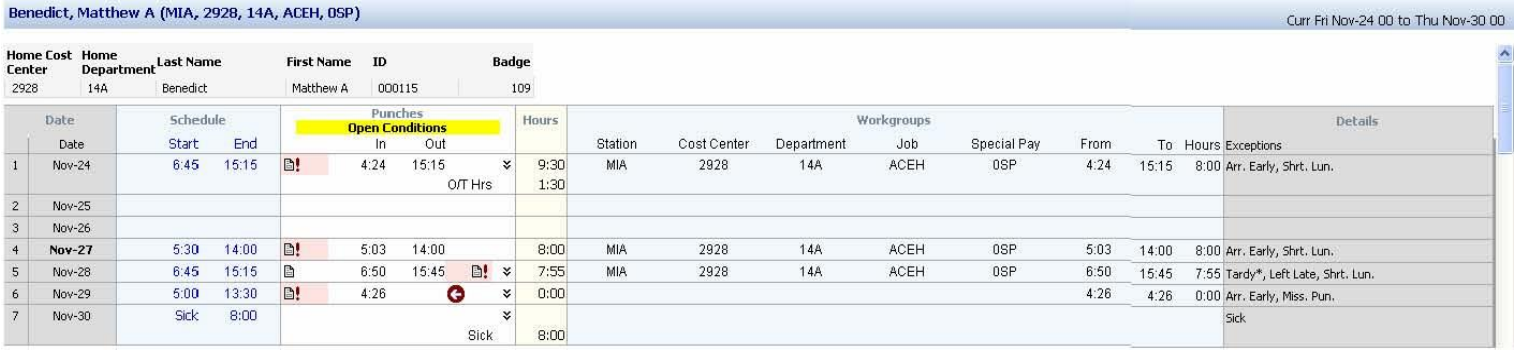


- Click the **Locating an Employee** icon on the menu title bar
- Select the **Employee Workgroup Assignments** link
- Specify the workgroup code (i.e. 2200) in the Search Field
- Press the Enter key or wait a few seconds for the results
- Click the appropriate employee name to brows to his/her information

Understanding the Time Card **Attendance on Demand User Manual**

Elements of the Time Card

Information about each shift is displayed in the columns on the time card. Each row represents a shift or credit for the date specified in the left-most column. Other columns from left to right are:



Benedict, Matthew A (MIA, 2928, 14A, ACEH, 0SP) — Curr Fri Nov-24 00 to Thu Nov-30 00

Home Cost Center	Home Department	Last Name	First Name	ID	Badge
2928	14A	Benedict	Matthew A	000115	109

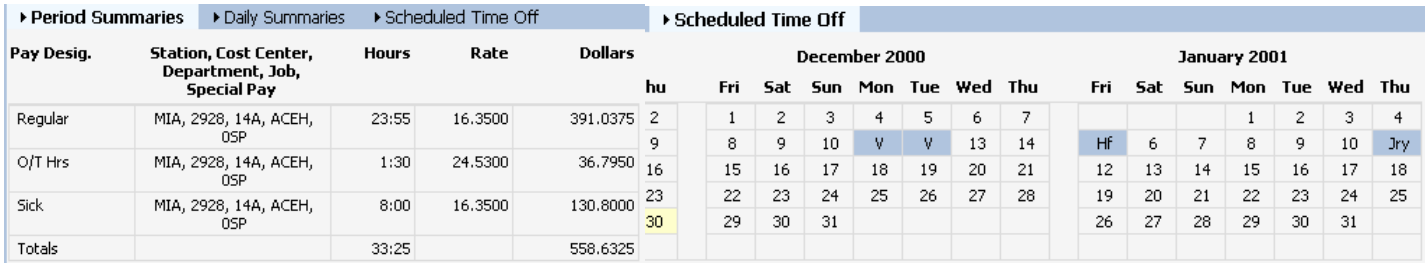
	Date	Schedule Start	Schedule End	Punches In	Punches Out	Hours	Station	Cost Center	Department	Job	Special Pay	Workgroups From	Workgroups To	Workgroups Hours	Details Exceptions
1	Nov-24	6:45	15:15	4:24	15:15	9:30	MIA	2928	14A	ACEH	0SP	4:24	15:15	8:00	Arr. Early, Shrt. Lun.
					O/T Hrs	1:30									
2	Nov-25														
3	Nov-26														
4	Nov-27	5:30	14:00	5:03	14:00	8:00	MIA	2928	14A	ACEH	0SP	5:03	14:00	8:00	Arr. Early, Shrt. Lun.
5	Nov-28	6:45	15:15	6:50	15:45	7:55	MIA	2928	14A	ACEH	0SP	6:50	15:45	7:55	Tardy*, Left Late, Shrt. Lun.
6	Nov-29	5:00	13:30	4:26		0:00						4:26	4:26	0:00	Arr. Early, Miss. Pun.
7	Nov-30	Sick	8:00												Sick
					Sick	8:00									

Column	Description
Schedule	Shows the standard or the planned absence schedule for the day. icon indicates an unacknowledged critical exception icon indicates an acknowledged exception
Punches	Displays punches in each shift. icon indicates an unacknowledged critical exception icon indicates an acknowledged exception icon indicates a Missing Punch exception
Hours	Displays shift totals. Totals may take into account automatic lunch deductions when an employee does not punch out for lunch.
Workgroups	Shows the workgroup combination applied to the shift hours for the day. - **Red** color indicates a workgroup transfer.
Details	Identifies how the shift differs from the schedule and which exceptions were flagged as a result.

Understanding the Time Card **Attendance on Demand User Manual**

Summaries of the Time Card

Daily and Period summaries are displayed at the bottom of the time card window. A calendar-type view of Scheduled planned absences is also available.



▸ Period Summaries ▸ Daily Summaries ▸ Scheduled Time Off

Pay Desig.	Station, Cost Center, Department, Job, Special Pay	Hours	Rate	Dollars
Regular	MIA, 2928, 14A, ACEH, OSP	23:55	16.3500	391.0375
O/T Hrs	MIA, 2928, 14A, ACEH, OSP	1:30	24.5300	36.7950
Sick	MIA, 2928, 14A, ACEH, OSP	8:00	16.3500	130.8000
Totals		33:25		558.6325

▸ Scheduled Time Off

	December 2000								January 2001						
hu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu
2	1	2	3	4	5	6	7				1	2	3	4
9	8	9	10	V	V	13	14	Hf	6	7	8	9	10	Jry
16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
30	29	30	31					26	27	28	29	30	31	

View	Description
Period Summaries	Specifies information based upon the entire pay period. Pay Desig. – Pay Designation assignment Workgroups – Specifies the workgroup assignment the shift hours were allocated to Hours – Calculated shift hours Rate – Pay rate calculated based upon Pay Designation multiplier Dollars – Calculated gross dollars
Daily Summaries	Specifies information based upon each day of the pay period (same format as Period Summaries).
Scheduled Time Off	Planned Absences scheduled within a 3 month period.

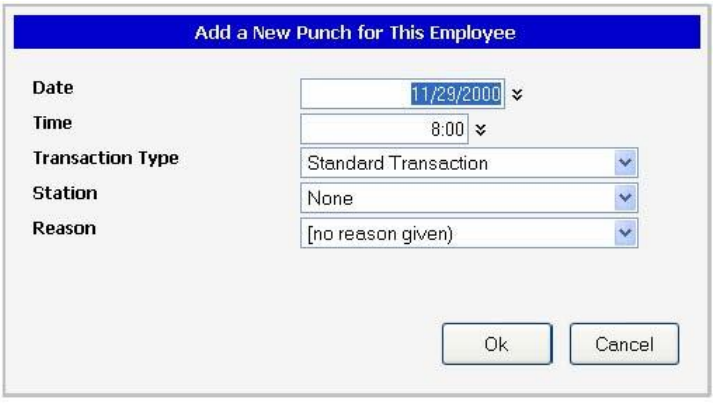
Adding a Punch for a Single Employee **Attendance on Demand User Manual**

Adding a Punch in the Time Card

The Time Card allows you to add a transaction to an employee's Punches section. You do this, for example, when an employee forgets to punch out.

Adding a New Punch

- Right-click on the **Date** field
- Select **Adjustments**
- Select **Add a Punch**
- Specify the punch date
- Specify the punch time
    - Use 24-hour clock (i.e. 1530)
    - Use 12-hour clock (i.e. 330p)
- Specify a reason code in the **Reason** field
- Click **OK**



Shortcut…

Click on the cell to the left of the **Missing Punch** icon and enter the punch time.

Deleting a Punch for a Single Employee **Attendance on Demand User Manual**

Deleting a Punch in the Time Card

When a supervisor is adjusting an employee's Time Card, they may add a punch transaction time that is incorrect. A supervisor deletes the incorrect punch using the Delete a Punch button.

Deleting a New Punch

- Right-click on the punch time
- Select **Remove this Punch**

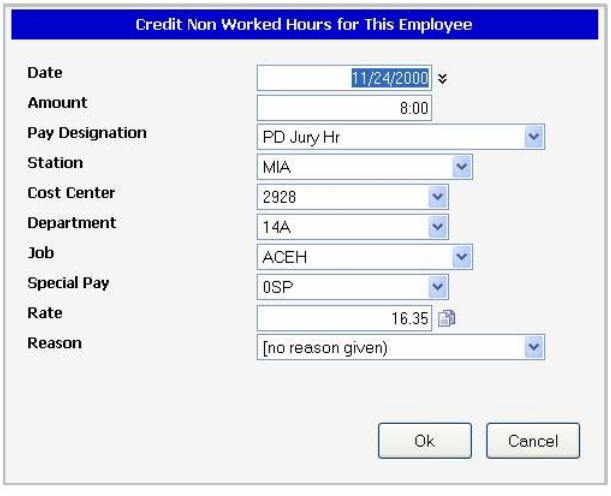
Crediting/Debiting Hours or Dollars Attendance on Demand User Manual

Crediting/Debiting Hours or Dollars in the Time Card

You can credit or debit hours or dollars on an individual employee's time card on the Time Card. You credit hours to a specific day when employees should be paid for time that they did not work. For example, you use credits for sick or vacation time.

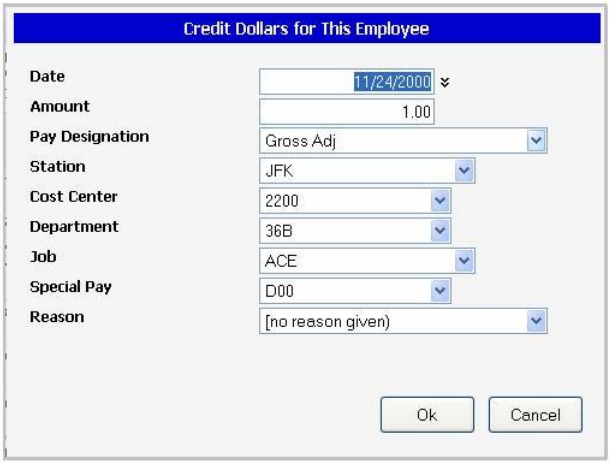
You debit hours or dollars by using a negative number in the edit. Debiting is used to deduct hours or dollars for extra time on the time card (for example, when an employee punches out an hour after stopping work). Debiting can also correct a mistake in crediting hours or dollars.

Crediting/Debiting Hours



- Right-click on the **Date** field
- Select **Adjustments**
- Select **Credit/Debit Hours**
- Specify the edit date
- Enter the hour amount
    - Use HH:mm format (i.e. 4:30)
    - Use HH.hh format (i.e. 4.50)
- Select an hour pay designation
- Specify the appropriate workgroups if different from the listed home workgroup assignments
- Specify a reason code in the **Reason** field
- Click **OK**

Crediting/Debiting Dollars



- Right-click on the **Date** field
- Select **Adjustments**
- Select **Credit/Debit Dollars**
- Specify the edit date
- Enter the dollar amount
- Select a dollar pay designation
- Specify the appropriate workgroups if different from the listed home workgroup assignments
- Specify a reason code in the **Reason** field
- Click **OK**

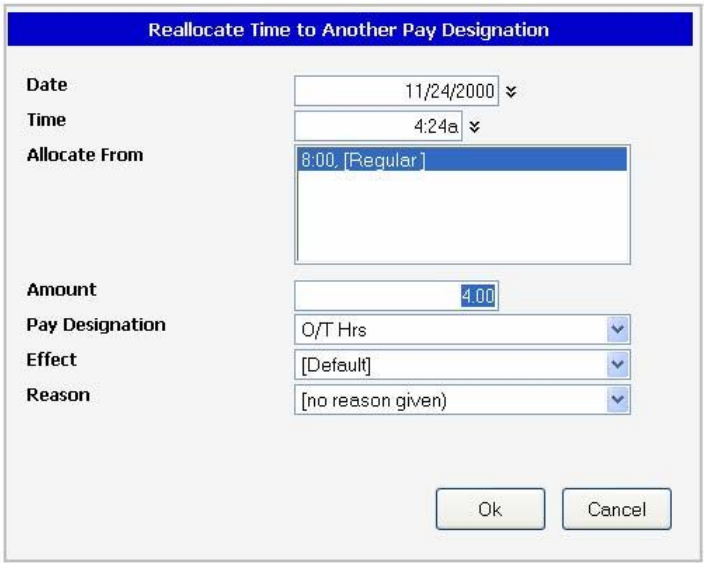
Changing Pay Designations for a Shift Attendance on Demand User Manual

Transferring a Pay Designation in the Time Card

You can change/transfer the pay designation Attendance on Demand uses for a full or partial shift. The pay designation returns to the original pay designation when the employee punches in for the next shift.

Transferring a Pay Designation

- Right-click on the shift hours in the **Hours** field
- Select **Reallocate Pay Designation Hours**
- Select the hours to be assigned to the new pay designation in the **Allocate From** field
- Enter the number of hours to be transferred in the **Amount** field
  - Use HH:mm format (i.e. 4:30)
  - Use HH.hh format (i.e. 4.50)
- Select the new pay designation in the **Pay Designation** field
- Enter the hour amount
- Specify a reason code in the **Reason** field
- Click **OK**



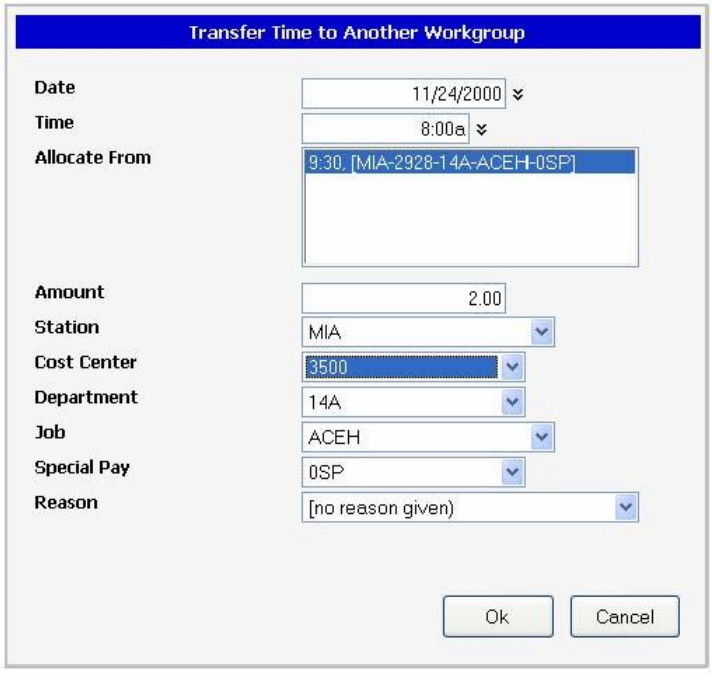
Transferring Hours to a Different Workgroup Attendance on Demand User Manual

Transferring a Block of Time to a Different Workgroup

Use this function (sometimes known as "distributing labor") when you are reviewing an employee's hours for a day or a pay period and you determine that some of the hours should be assigned a different workgroup (i.e. Department). Block Hours Transfers re-assign hours without regard to a specific time of day or specific shift.

Transferring a Different Workgroup

- Right-click on the **Date** field
- Select **Workgroup Ops**
- Select **Reallocate Hours**
- Select the hours to be assigned to the new workgroup in the **Allocate From** field
- Enter the number of hours to be transferred in the **Amount** field
    - Use HH:mm format (i.e. 4:30)
    - Use HH.hh format (i.e. 4.50)
- Select the new workgroup in the **Location, Department, Cost Center** fields
- Specify a reason code in the **Reason** field
- Click **OK**



Paying Employees to Actual or Scheduled Shift Time Attendance on Demand User Manual

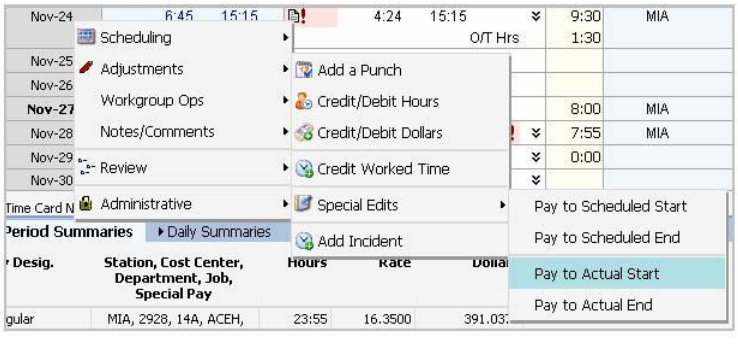
Paying Employees to Actual or Scheduled Shift Time Using Special Edits

Special edits are changes made to a time card specifying that an employee is paid to the scheduled start/end or actual start/end of a shift.

Pay to Actual Start and Pay to Actual End are used to override rounding areas, or authorize Overtime. You cannot apply a special edit to an unscheduled shift.

Authorizing Extra Hours with Special Edits

- Right-click on the **Date** field
- Select **Adjustments**
- Select **Special Edits**
- Specify the edit type
    - Pay to Scheduled Start
    - Pay to Scheduled End
    - Pay to Actual Start
    - Pay to Actual End
- Click **OK**



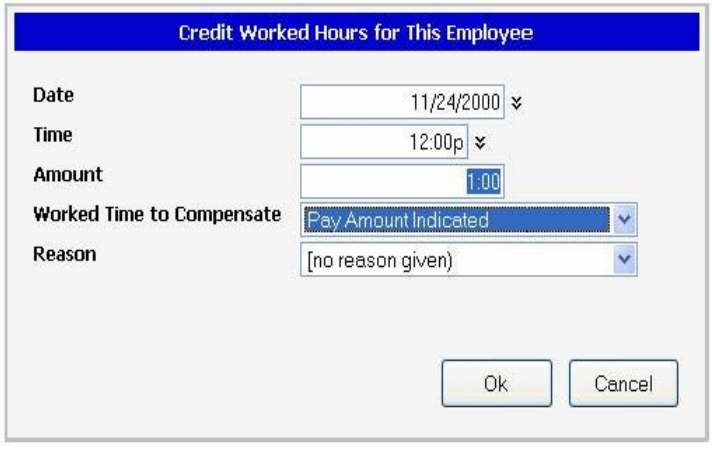
Crediting Deducted Lunch Time **Attendance on Demand User Manual**

Crediting Deducted Lunch Time in the Time Card

The Credit Worked Time function calculates the amount of automatically deducted time and lets you credit the employee for that amount. Worked hours that are credited this way are always assigned to the Regular pay designation.

Crediting a Deducted Lunch Time

- Right-click on the **Date** field
- Select **Adjustments**
- Select **Credit Worked Time**
- Enter the number of auto deducted hours to be credited in the **Amount** field
    - Use HH:mm format (i.e. 4:30)
    - Use HH.hh format (i.e. 4.50)
- Specify the credit rule in the **Worked Time to Compensate** field
    - Pay Amount Indicated – Credits the lunch amount as specified in the Amount field
    - Pay Lunch Amount Deducted – Credits the full lunch amount automatically deducted; the Amount field is ignored
- Specify a reason code in the **Reason** field
- Click **OK**

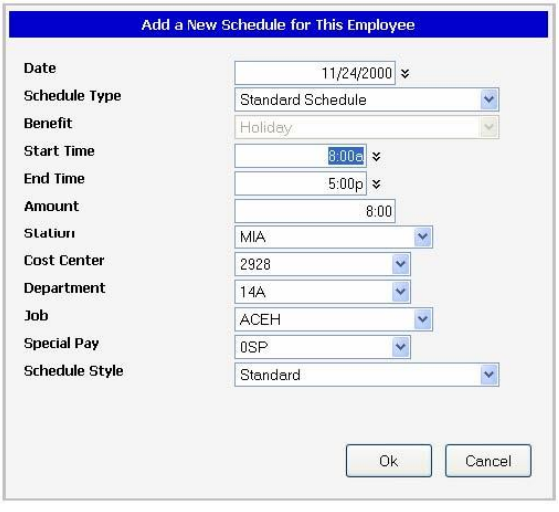


Managing Schedules in the Time Card

A schedule in Attendance on Demand is not just the range of time the employee is expected to be at work. Schedules can also indicate a planned absence, such as Sick time.

Adding a Schedule

- Right-click on the **Date** field
- Select **Scheduling**
- Select **Add a Schedule**
- Define the schedule properties as described in the following table:



Field	Description
Date	Specifies the schedule date.
Schedule Type	Standard – defined using the Start Time and End Time fields. Abs(ence) Plan(ned) – defined using the Benefit field.
Start Time	Specifies schedule start time in a Standard schedule type.
End Time	Specifies schedule end time in a Standard schedule type.
Amount	Specifies the number of hours worked in a Standard schedule type or the number of hours credited in an Absence Planned schedule type.
Location Department Cost Center	Specifies the workgroups associated with the schedule. Use the pull down menu to specify the workgroup if it is other than the home workgroup.

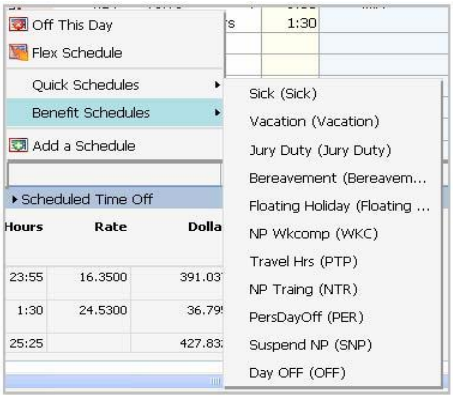
Managing Schedules in the Time Card Attendance on Demand User Manual

Schedule Shortcuts in the Time Card

There are several shortcuts available in the Time Card to manage schedules.

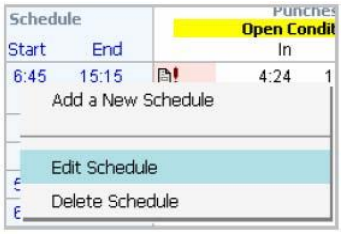
Scheduling a Planned Absence

- Right-click on the **Date** field
- Select **Scheduling**
- Select **Benefit Schedules**
    - Default value is 8 hours
    - Replaces original schedule (if present)



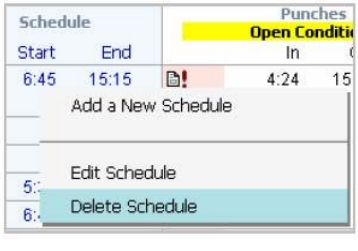
Editing an Existing Schedule

- Right-click on the start/end time in the **Schedule** column
- Select **Edit Schedule**
- Completed fields in schedule properties
    - See Adding a Schedule for options



Deleting an Existing Schedule

- Right-click on the start/end time in the **Schedule** column
- Select **Delete Schedule**



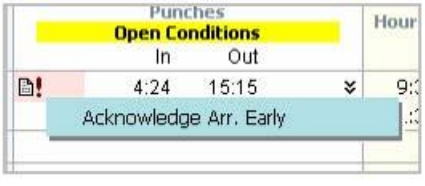
Acknowledging Exceptions Attendance on Demand User Manual

Acknowledging Exceptions in the Time Card

If employees are Absent when they are scheduled to work or Tardy when they punch IN late, the Time Card indicates the exception with the critical

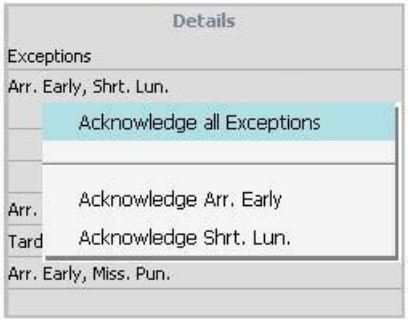
Acknowledging a Single Exception

- Right-click on the critical exception icon
- Select **Acknowledge (exception name)**
    - The acknowledged exception icon will appear in the Punches column
    - An asterisk (∗) symbol appears to the upper right of each acknowledged exception in the Exceptions column



Acknowledging All Exceptions for a Single Day

- Right-click in the **Exceptions** column
- Select **Acknowledge All Exceptions**
    - The acknowledged exceptions icon will appear Punches column
    - An asterisk (∗) symbol appears to the upper right of each



Managing Supervisor Edits Attendance on Demand User Manual

Managing Supervisor Edits in the Time Card

Supervisor edits are adjustments made to an employee's Time Card and are displayed with the icon in the Punches column. When clicked, supervisor edits for the current day are displayed – supervisor's name, the action taken and the date of the edit.

Reviewing a Single Day's Supervisor Edits

- Click on the icon in the Punches column
  - The supervisor edits for the current day will be listed
  - Click on the icon to hide the supervisor edits

Reviewing all Supervisor Edits

- Right-click on the **Date** field
- Select **Review**
- Select **Supervisor Adjustments**

Canceling a Supervisor Edit

- Click on the icon in the Punches column
- Click the cancel icon to the left of the exception to be cancelled

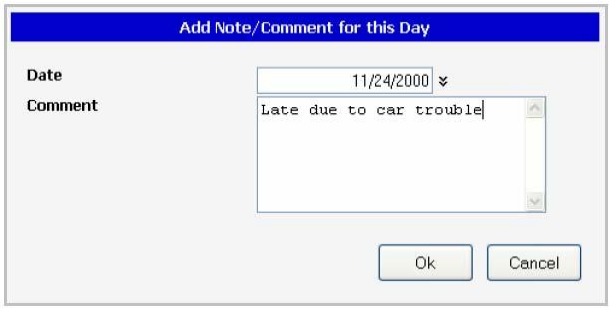
Managing Time Card Notes Attendance on Demand User Manual

Managing Notes in the Time Card

Notes are available to add to an employee's Time Card to indicate comments, such as why an employee was Tardy.

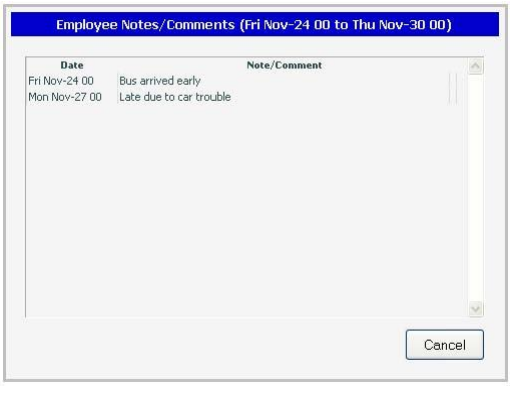
Adding a Note

- Right-click on the **Date** field
- Select **Notes/Comments**
- Select **Add Note/Comment**
- Specify the comment
- Click **OK**
    - The date field will be in a **bold** type
    - Move the mouse over the bold date to review note



Reviewing all Notes

- Right-click on the **Date** field
- Select **Review**
- Select **Notes/Comments**



Removing a Note

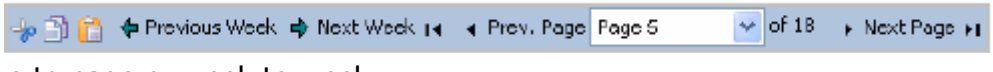
- Right-click on the **Date** field
- Select **Notes/Comments**
- Select **Remove Notes/Comments**

Accessing Schedules Attendance on Demand User Manual

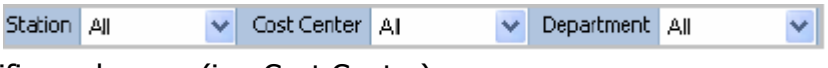
Accessing Employee Schedules by Group

Group schedules lists employees who are grouped together for faster and easier scheduling. Views can be filtered to show schedules for employees who are Absent today, have no schedules for today or are scheduled to be Absent next week.

All group schedule views can be accessed from the Scheduling menu group. To view an individual employee's schedule, click on the employee's name link.

Use the navigation 

toolbar to brows schedules from page to page or week to week

Use the workgroups 

toolbar to view employee schedules for a specific workgroup (i.e. Cost Center).

Accessing Schedules Attendance on Demand User Manual

Accessing Employee Schedules by Individual

The employee schedule gives you a detailed overview of an employee's work schedule and planned absences (paid and unpaid) by month.

Use the navigation toolbar to browse different information about the employee (i.e. Time Card), a different employee in the same workgroup or month to month.

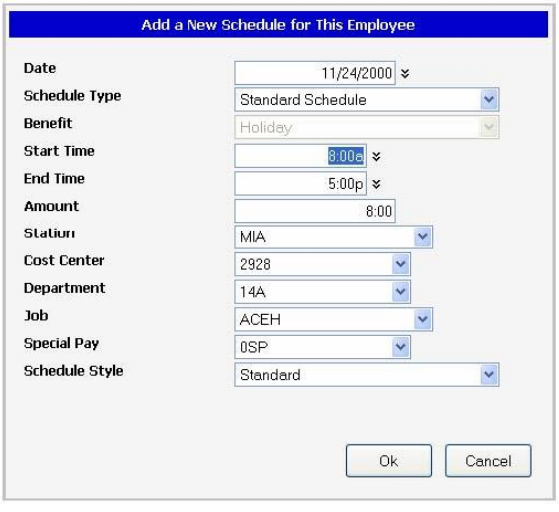
Schedule Color	Schedule Icon	Description
Fuchsia		Indicates a pattern schedule applied via an automatic process.
Blue		Indicates a benefit or planned absence schedule.
Green		Indicates a workgroup transfer schedule.
Black		Indicates a supervisor-edited schedule.
		Indicates a company holiday.

Defining Schedule Properties

There are many ways to create a schedule, either in the employee's monthly schedule view or a group schedule view. To access the schedule menu for a calendar day, right-click inside the calendar cell and the schedule options will be displayed.

Adding a Schedule

- Right-click in a calendar cell
- Select **Add a Schedule**
- Define the schedule properties as described in the following table:



Field	Description
Date	Specifies the schedule date.
Schedule Type	Standard – defined using the Start Time and End Time fields. Abs(ence) Plan(ned) – defined using the Benefit field.
Start Time	Specifies schedule start time in a Standard schedule type.
End Time	Specifies schedule end time in a Standard schedule type.
Amount	Specifies the number of hours worked in a Standard schedule type or the number of hours credited in an Absence Planned schedule type.
Location *Department* *Cost Center*	Specifies the workgroups associated with the schedule. Use the pull down menu to specify the workgroup if it is other than the home workgroup.

Shortcut…

Click on the **Insert Schedule** + icon within the calendar cell.

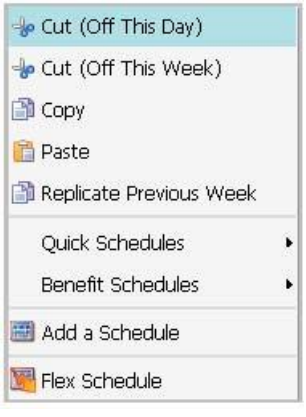
Editing an Existing Schedule

Once a schedule is created, you can edit the schedule by double-clicking on the schedule. Make changes to the schedule properties as necessary and click OK to confirm.

- Double-click on a schedule in the calendar cell
- Complete fields in schedule properties
    - See Adding a New Schedule for options

Deleting an Existing Schedule

Schedules can be deleted from a calendar cell using the Cut options in the schedule menu. When you select Cut, the selected schedule in the calendar cell is removed.



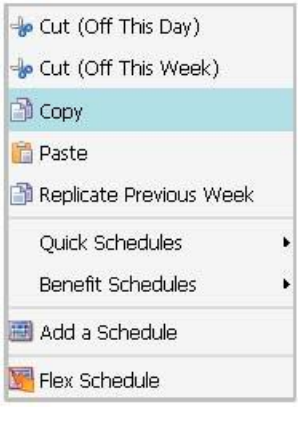
- Right-click on a schedule in the calendar cell
- Select the **Cut** option
    - Cut (Off this Day) – Deletes schedule for a single day
    - Cut (Off this Week) – Deletes schedules for entire week

Shortcut…

Click on the **Delete Schedule** icon within the calendar cell.

Using Copy and Paste Functions

After entering a schedule in one or more calendar cells, you can Copy or Paste cells using the options in the schedule menu.

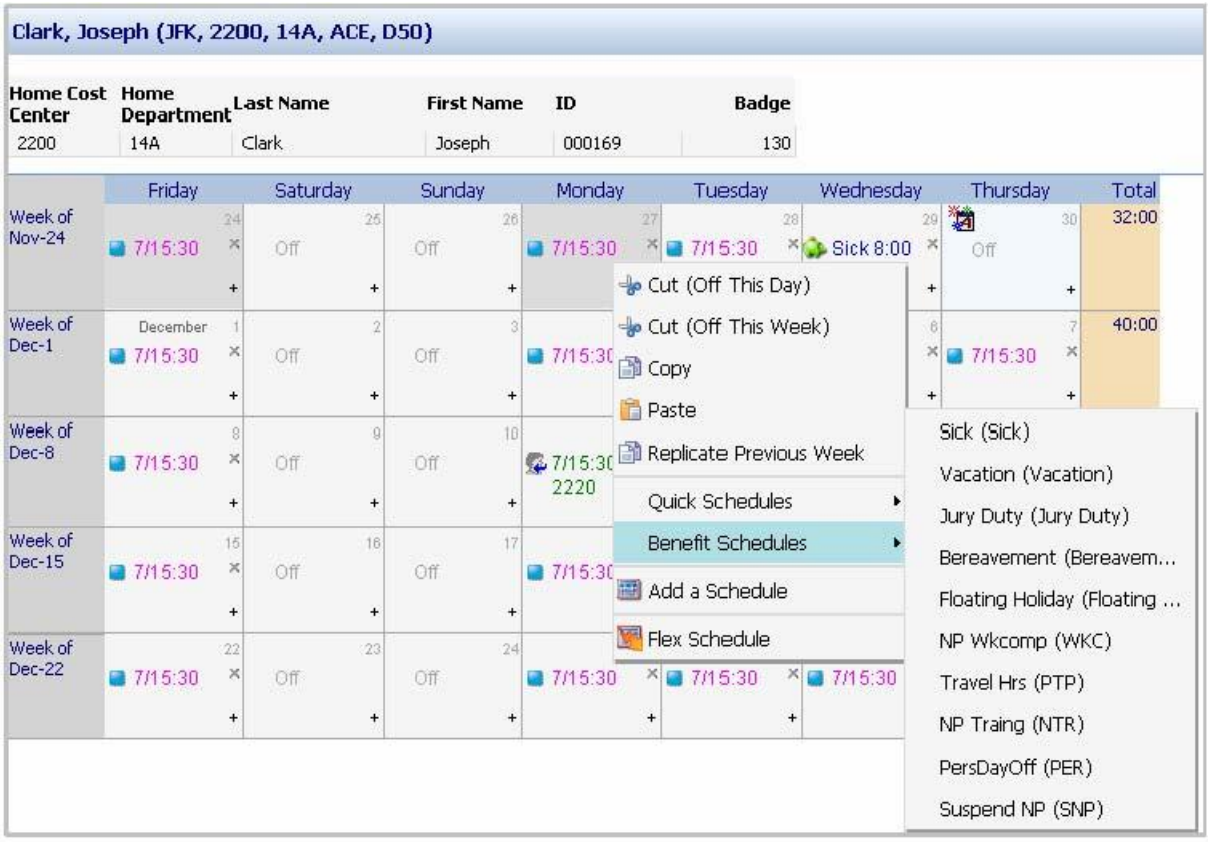


- Right-click on a schedule in the calendar cell
- Select the **Copy** option to save a schedule to Windows clipboard
- Select the **Paste** option to write a Windows clipboard schedule to a new calendar cell.

Scheduling a Benefit (Planned Absence) Day

The schedule menu provides the Benefit Schedules option, which allows you to specify a calendar day as a planned absence.

- Right-click in a calendar cell
- Select **Benefit Schedules**
- Select the desired benefit type (i.e. Vacation)
    - The selected Benefit type will appear in the calendar day cell with a default value of 8 hours
    - See Editing an Existing Schedule to alter the hours value for a scheduled Benefit day



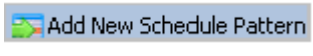
Using Schedule Patterns **Attendance on Demand User Manual**

A Schedule Pattern is a combination of daily schedules that repeats for a definite or indefinite period of time. Once an employee is assigned to a pattern, his or her schedule is generated automatically.

Adding a Schedule Pattern

You create a schedule pattern using the Schedule Patterns option in the Scheduling menu. After you create a schedule pattern, it is available for all employees in the Attendance on Demand system that you are responsible for.

Creating a Schedule Pattern

- Select **Schedule Patterns** from the Scheduling menu group
- Click the **Add New Schedule Pattern** 

icon on the navigation toolbar
- Complete the wizard fields as described in the following table

Screen	Field	Description
Schedule Pattern Type	Pattern Applies Schedule	The schedule pattern applies the schedules you add to the assigned employees. This is the recommended default.
Repeat of Schedules Period	Weekly Pattern Bi-Weekly Pattern	Specifies that a weekly (7-day) schedule cycle will be repeated. Specifies that a biweekly (14-day) schedule cycle will be repeated.
Life of Schedule Pattern	Pattern Begins Ending Rules	Specifies the earliest date when the schedule pattern can be assigned to employees. Specifies the lifespan of the schedule pattern. **Pattern Runs Forever** is the recommended default.
Beginning of Week	Pattern Repeats Every	Specifies the first day of the pay week.
Schedule Pattern Properties	Place Schedules on Holidays Use Emp. Workgroup Use Emp. Rate of Pay	Specifies if the schedule pattern should place schedule on company holidays. Specifies if the schedule pattern should use the employee's home workgroup and home rate of pay for the schedules. **Yes** is the recommended default.

Using Schedule Patterns **Attendance on Demand User Manual**

A Schedule Pattern is a combination of daily schedules that repeats for a definite or indefinite period of time. Once an employee is assigned to a pattern, his or her schedule is generated automatically.

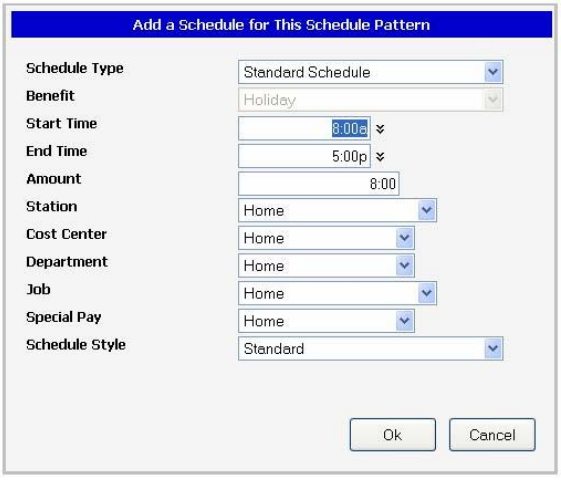
Adding a Schedule Pattern (continued)

Screen	Field	Description
Future Application of Schedules	Days to Build from Today Apply Beginning From	Specifies the number of days to which the schedule pattern is applied beginning with today's date. Choose from the recommended options: - Default (uses the date listed in *Pattern Begins* field) - Beginning of Current Pay Period - Beginning of Next Pay Period
Visual Presentation	Week Begins On	Specifies the first day of the pay week.
Week by Week Scheduling Forward	Name Description	Specifies the name of the schedule pattern. Specifies comments about the schedule pattern.
Application	Save Only	Specifies that schedule pattern properties are to be saved.

Using Schedule Patterns Attendance on Demand User Manual

Building the Schedule Pattern Entries

You define schedule start/end times in the Schedule Pattern entries section using the schedule shortcut menu within a calendar cell.



Adding a New Schedule to a Calendar Cell

Click on the **Add Schedule** icon within the calendar cell Define the schedule properties as described in the following table:

Field	Description
Schedule Type	Standard – defined using the Start Time and End Time fields. Abs(ence) Plan(ned) – defined using the Benefit field.
Start Time	Specifies schedule start time in a Standard schedule type.
End Time	Specifies schedule end time in a Standard schedule type.
Amount	Specifies the number of hours worked in a Standard schedule type or the number of hours credited in an Absence Planned schedule type.
Location *Department* *Cost Center*	Specifies the workgroups associated with the schedule. Use the pull down menu to specify the workgroup if it is other than the home workgroup. **Home** is the recommended default for each workgroup field.

Using Schedule Patterns Attendance on Demand User Manual

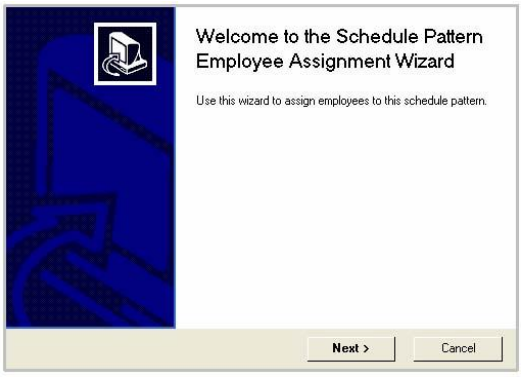
Assigning a Schedule Pattern to an Employee

Schedule patterns can be assigned to employees using the Assign command on the schedule pattern shortcuts menu. You can also assign a schedule pattern to an employee in the employee's Personal Information.

Assigning a Schedule Pattern

- Click the **Assign**

icon on the navigation tool bar
- Complete the wizard fields described in the following table



Screen	Field	Description
Employees to Assign	Currently Unassigned	Lists employees who are not assigned to a schedule pattern.
	Currently Assigned Elsewhere	Lists employees by their schedule pattern assignment.
	Free Form Selection	Lists of all employees by their home workgroup assignment.
Apply Date	Apply Beginning	Specifies the date the schedule pattern begins.
Existing Schedules	Change Existing Pattern Schedules	Specifies that only existing pattern schedules be replaced. This is the recommended default.
	Change All Schedules	Specifies that all schedules (pattern and supervisor-edited) be replaced..
Confirmation	Notes	Specifies the number of employee affected by this schedule pattern.

Understanding Reports **Attendance on Demand User Manual**

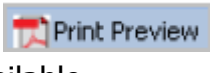
Attendance on Demand provides a variety of reports that gather and sort information about your employees. All reports are generated, managed and stored in the Report menu group.

Types of System Reports

System Reports are a collection of reports available to all Attendance on Demand users.

Report Type	Description
Current Period Reports	These reports display information about the employee time card, schedules and exceptions for the **current** period.
Previous Period Reports	These reports display information about the employee time card, schedules and exceptions for the **previous** period.
Employment History	These reports show all exceptions incurred by employees during the specified date range.
Employee Lists	These reports are used to review basic information about the employee such as name, payroll ID, badge number, home workgroup assignment and date of hire.
Schedules	These reports are used to review employee schedules for the specified date range.

Generating a System Report

- Select **System Reports** from the Reports menu group
- Select the desired report type link from the System Reports menu option
- Select the desired report name from the Report Title section
- Designate the properties of the report by using the applicable selection lists
    - Employees
    - Workgroups
    - Period
- Select **View Report Now**
    - Click **Run Report**
    - Click the **Print Preview** 

 icon on the navigation toolbar
        - Printer option available
        - File save option available

Understanding Reports Attendance on Demand User Manual

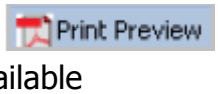
Types of My Saved Reports

My Saved Reports are a collection of reports that users create and modify themselves.

Report Type	Description
Attendance Reports	These reports display information about the employee time card, schedules and exceptions.
Employee Lists	These reports are used to review basic information about the employee such as name, payroll ID, badge number, home workgroup assignment and date of hire.
Schedules	These reports are used to review employee schedules for the specified date range.
History	These reports display employee work history during the specified date range.

\

Generating a My Saved Report

- Select **My Saved Reports** from the Reports menu group
- Select the desired report type link from the My Saved Reports menu option
- Select the desired report name from the Report Title section
- Designate the properties of the report by using the applicable selection lists
    - Employees
    - Workgroups
    - Period
- Select **View Report Now**
- Click **Run Report**
- Click the **Print Preview**  icon on the navigation toolbar
    - Printer option available
    - File save option available

Understanding Reports **Attendance on Demand User Manual**

Managing My Saved Reports

My Saved Reports can easily be edited by using the navigation

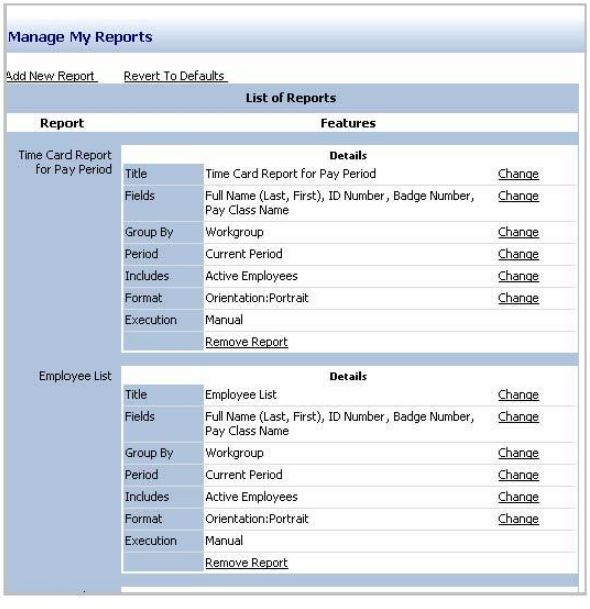
icon. The *Add New Report* option allows a user to setup reports individually while the *Revert to defaults* option creates a standard group of reports quickly.

Modifying a My Saved Report

Click the **Manage My Reports**

icon on the My Saved Reports menu option navigation toolbar

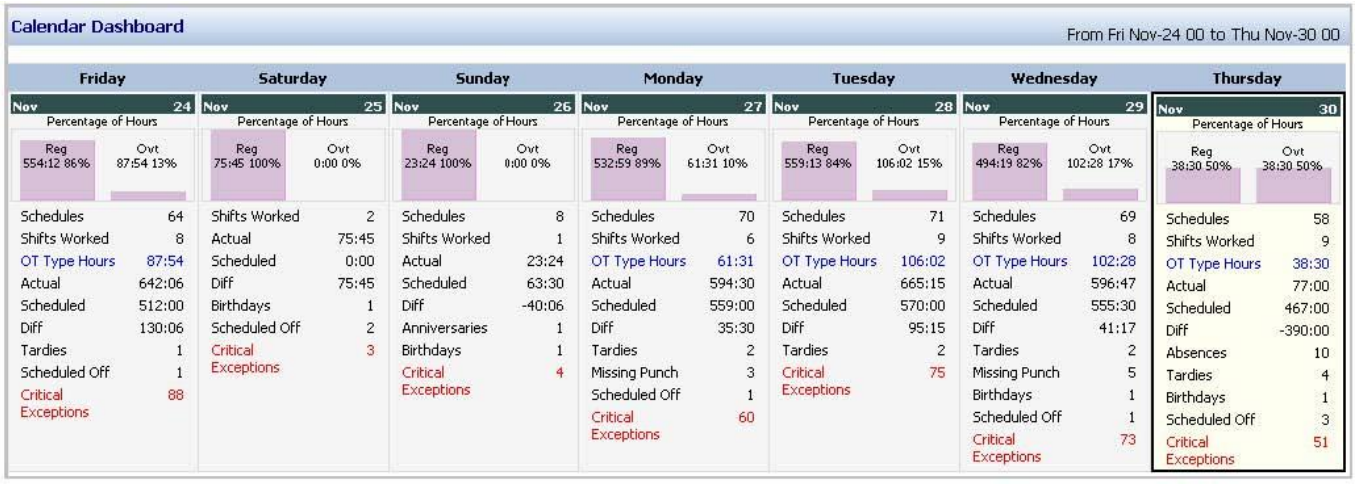
Define the report properties as described in the following table:



Property	Description
Title	Specifies the report title, report contents and report group that this report belongs to.
Fields	Specifies the fields to be included in the report (i.e. full name).
Group By	Specifies how the report fields are grouped (i.e. workgroup).
Period	Specifies the duration for the report.
Includes	Specifies the kind of employees to be included in the report (i.e. active).
Format	Specifies the format preference (i.e. portrait mode).
Execution	Specifies to generate report manually or automatically.

Search for Exceptions

Exceptions are deviations from the employee's schedule or potential problems with a shift. Attendance on Demand tracks exceptions and flags them on the time card. The Labor Dashboard makes it easy to identify critical and non-critical issues on a daily basis.



Using the Labor Dashboard

Select the Critical Exceptions link on any day and a group editing sheet displays those employees in need of correction.

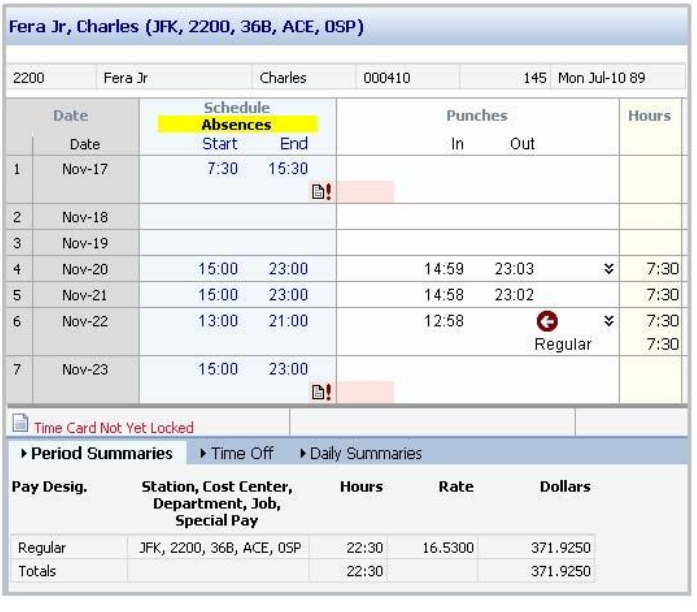
Correct Exceptions in the Time Card

The Time Card lets you view and modify employee time cards and related information. You can view time card punches and totals, and supervisor edits. You can also make changes to punches, hours, and pay designations.

See Using Time Cards for detailed directions on each of the recommended Time Card edit functions.

Missing Punch Exception

- Right-click on the Date field
- Select **Adjustments**
- Select **Add Punch**



Absent Exception

- Right-click on the **Date** field
- Select **Scheduling**
- Select **Benefit Schedules** to indicate a planned absence schedule (i.e. Vacation)

OR

- Right-click on the Absent exception icon
- Select **Acknowledge Absence** to indicate the exception has been reviewed only

Arrived Early Exception

- Right-click on the **Date** field
- Select **Adjustments**
- Select **Special Edits** to Pay to Actual Start (authorizing early start time)

OR

- Right-click on the Arrived Early exception icon
- Select **Acknowledge Arrived Early** to indicate the exception has been reviewed only

Tardy Exception

- Right-click on the Tardy exception icon
- Select **Acknowledge Tardy** to indicate the exception has been reviewed only

Left Early Exception

- Right-click on the Left Early exception icon
- Select **Acknowledge Left Early** to indicate the exception has been reviewed only

Left Late Exception

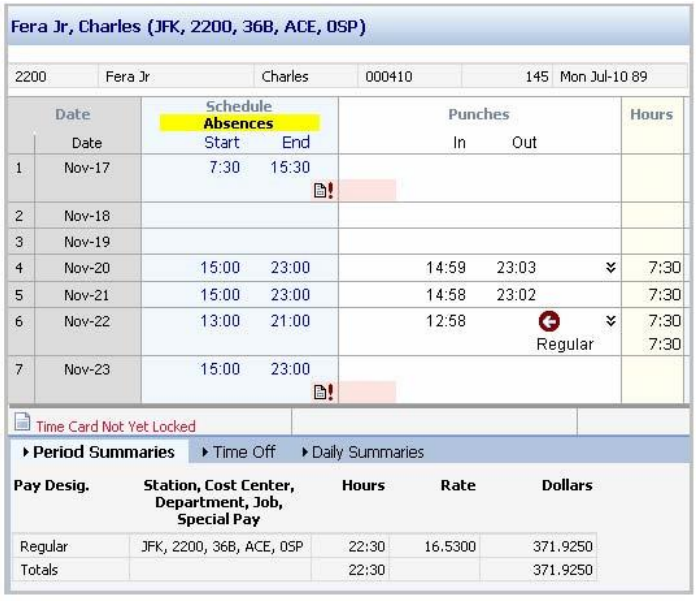
- Right-click on the **Date** field
- Select **Adjustments**
- Select **Special Edits** to Pay to Actual End (authorizing late end time)

  OR
- Right-click on the Left Late exception icon
- Select **Acknowledge Left Late** to indicate the exception has been reviewed only

Unscheduled Exception

- Right-click on the **Date** field
- Select **Scheduling**
  - Select **Add a Schedule** to indicate a standard shift (i.e. 0800 to 1630)

  OR
- Right-click on the Unscheduled exception icon
- Select **Acknowledge Unscheduled** to indicate the exception has been reviewed only



Preparing for Payroll Procedures Attendance on Demand User Manual

Search for Issues Prior to Payroll

Attendance on Demand makes it easy to see if all required information is available before payroll is processed. The Payroll Monitor is a quick indicator of whether or not all issues have been addresses before your payroll file can be created.

Payroll		Scheduling		H.R.	
Weekly-Fri to Thurs		This Week		Usage	
Employees	87	Begins	Fri Nov-24 00	Active Employees	87
Previous Period		Ends	Thu Nov-30 00	Hourly Status Types	
Begins	Fri Nov-17 00	Employees Scheduled	73		0
Ends	Thu Nov-23 00	Employees Scheduled Off	4		0
Posted		Employees Without Schedules	14		0
Issues	312, 312 critical	Next Week			0
Hours	2269:40	Begins	Fri Dec-01 00		0
Dollars	25249.9200	Ends	Thu Dec-07 00		0
Status	Please Repair!	Employees Scheduled	72		0
Current Period		Employees Scheduled Off	0		0
Begins	Fri Nov-24 00	Employees Without Schedules	15	Full Time	87
Ends	Thu Nov-30 00			Part Time	0
Issues	295, 295 critical			Active Conditions	
Hours	2655:13			Normal	87
Dollars	26030.0200			Probation	0
Status	Please Repair!			Training	0

Using the Payroll Monitor

When clicking on the Issues link, the Payroll Monitor leads you to a list of employees in need of correction.

- Select **Payroll Monitor** from the Daily Operations menu group
- Click on the **Issues** link for the desired pay period
    - Conditions in bold type are critical issues
- Click on the employee's name link to access the Time Card

Home Workgroup	Last Name	First Name	ID	Badge	Date of Hire	Condition
2200	Fera Jr	Charles	000410	145	Mon Jul-10 89	Missing Punches
2200	Fusco Jr	Jr,James	000440	148	Mon May-02 88	Missing Punches
2200	Galbraith	Alexander	218	185	Mon May-12 97	Missing Punches
2200	Murphy Jr	Edward	226	105	Mon Jun-27 88	Missing Punches
2200	Patel	Kristina	129	254	Thu Jul-06 00	Missing Punches
2200	Powers	Steven M	001290	170	Mon Jun-26 89	Missing Punches
2200	Adams	Fillup	010015	178	Sat Dec-30 99	Absent
2200	Adolph	Joseph	000112	107	Sat Dec-30 99	Absent
2200	Alexander	David	216	138	Sat Dec-30 99	Absent
2200	Antonyk	Andrew	000170	131	Sat Dec-30 99	Absent

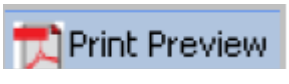
Correct Final Exceptions in the Time Card

Make any final modifications to employee Time Cards. See Daily Procedures-Correcting Exceptions in the Time Card for commonly used Time Card edits.

Generate the Period Totals Report

Utilize the Period Totals Report to verify the previous pay period information in preparation for authorizing and locking the employee Time Cards.

Generating a Period Totals Report

- Select **System Reports** from the Reports menu group
- Select the Period Totals Report in the Available Reports section
- Select **View Report Now**
- Click **Run Report**
- Click the **Print Preview** 

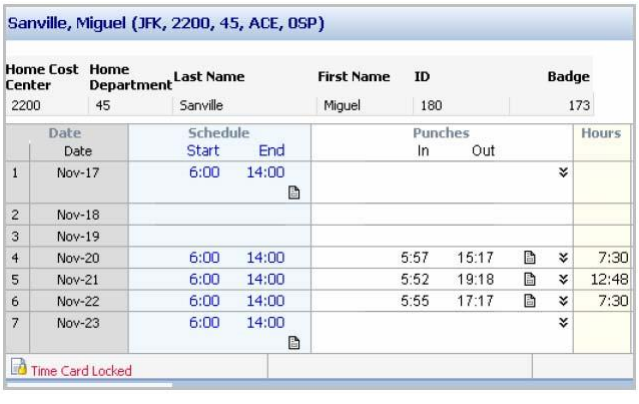
icon on the navigation toolbar
    - Printer option available
    - File save option available

Authorize & Lock Time Cards

Attendance on Demand allows users to authorize and lock time cards. When a time card is authorized, an edit is recorded that includes the user's name, the time of the authorization, and the start date of the pay period. When a time card is locked, the edit log also indicates that the time card is secured.

By Single Employee

Users can review an employee's time card for accuracy and then approve it within the Time Card. The following are steps to authorize a single employee's Time Card:



- Access an employee's Time Card
- Select the desired pay period (i.e. Previous)
- Click the **Time Card Not Yet Locked**

icon
- The Time Card Locked

icon is displayed

By Group of Employees

Users can authorize and lock time cards for an entire work group using a single edit. The following are steps to authorize Time Cards for a group of employees:

- Select **Editing Time Cards** from the Daily Operations menu group
- Click the **Group Adjustment**

icon on the navigation toolbar
- Click **Next** to begin the Perform Group Adjustment wizard
- Select **Approve**
- Select **Approve Time Card**
- Select **Approve and Lock Time Card**
- Specify the desired period in the **Pay Period** field (i.e. previous)
- Check the box next to each employee's name whose Timecard you wish to approve and lock
    - Click the **Employees** column label to select all employees
- The wizard will confirm the number of employees selected in the **Review** field
- Click **Finish**